

TOWN OF LEESBURG AIRPORT COMMISSION MEETING

DATE/TIME: Thursday, February 4, 2016

PLACE: Leesburg Executive Airport – George Hammerly Conference Room

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

- a. January 7, 2015 Regular Meeting

PETITIONERS/PUBLIC INPUT

BUSINESS ITEMS:

- a. Old Business
 - a. Remote Tower Update
- b. New Business
 - a. Snow plan & review

REPORTS:

- a. Airport Manager
 - Capital Projects Report
 - Grants Report
 - Monthly Space/Vacancy Report
 - Complaint Log
- b. Chairman
- c. Committees
 - Rules & Regulations
 - Operations
 - Land Use
 - Economic Development
 - Finance
 - Air Show
- d. Commission Member Comments
- e. Councilmanic Representative
- f. Loudoun County Board of Supervisor Representative

NEXT MEETING DATE: Thursday March 3, 2015 at 6:00pm

ADJOURNMENT

UPCOMING EVENTS:

MINUTES

Leesburg Airport Commission

January 7, 201

Location: Toth Financial Office, 608 S. King Street, Leesburr

Commissioners Present: Chairman Dennis Boykin
Vice Chairman Tom Toth
Stanley Caulkins
Ken Bowen
Gary Rogerson
Tom Dunlap
Eliot Danner

Commissioner(s) Absent: none

Others Present: Suzanne Fox, Councilmanic
Bruce Gemmill, BOS Representative
Scott Coffman, Airport Manager

Call to Order: The Meeting was called to order at 6:00 pm.

Approval of Minutes: Regular meeting minutes of December 10, 2015 approved 6-0-1.

Petitioners: none.

Old Business:

- **Remote Tower Update:** The FAA's SRMD panel has been assembled and has toured the remote tower. The FAA has asked Saab for additional testing plans and the panel is expected to convene in late February.

New Business:

- **National Capital Squadron:** The CAF National Capital Squadron has inquired about conducting a show and hangar dance at the airport. CAF staff was not in attendance.
- **Airport Consultant Engineering Contract:** The staff selection committee received 5 proposals for the airport engineering contract. Two firms, Delta Airport Consultants and Talbert & Bright were selected for interviews. The selection committee recommended Talbert & Bright. The Commission endorsed staff's recommendation to Council to select Talbert & Bright (6-0-1). Danner abstained.
- **Input to the Town Attorney regarding code amendment regarding alcohol use at Town facilities:** The Commission reviewed draft language amending the Town Code to allow alcohol at the airport terminal. The Commission approved (7-0) a recommendation to modify paragraph (f) to read as follows:

(f) This section shall not prevent any person from drinking alcoholic beverages or offering a drink thereof to another in designated areas of the following town properties: the Thomas Balch Library, the Leesburg Executive Airport; Mervin Jackson Park, the Loudoun Museum Buildings, Leesburg Town Hall, the Leesburg Town Green, and the Leesburg Town Hall Rose Garden, and any designated areas of town properties and facilities that have been approved by the town council and pursuant to the “Rules and Standard Operating Procedures for Alcoholic Beverages in Town Properties and Facilities” which is incorporated herein by reference.

Reports:

Airport Manager: Recurring noise complaints have been received from a home in Tavistock. Additionally an engine change on ProJet’s G-5 resulted in an extended high power engine run-up on a Sunday morning which generated multiple noise complaints.

Chairman’s Report: The Chairman urges members to join ProJet’s luncheon on January 25th. Reports from patrons are positive regarding Cycle Aviation’s service.

Committee Reports:

- **Rules & Regulations:** No report.
- **Operations:** No report
- **Land Use:** No report.
- **Finance:** Tom Toth provided a update of the airport financial position and Davenport hangar performance analysis to be shared with Councilmanic Fox.
- **Economic Development:** Tom Dunlap shared information on Downtown Business feedback from EDC. The airport manager met with Visit Loudoun to update visitor information in the lobby.
- **Air Show:** No report.

Commission Member Comments: none.

Councilmanic Report: Councilmanic Fox discussed the airport’s revenue position and schedule of airport projects within the CIP.

Board of Supervisors Representative Report: Mr. Gemmill thanked the Commission for the opportunity to serve.

Next Meeting: Thursday, February 4th at 6:00pm.

Location: Leesburg Executive Airport Conference Room

Adjournment: 6:55pm

Leesburg Airport Commission Report

February 4, 2016

Airport Commission Priorities

1. Airport Layout Plan Update - in progress
2. North apron and hangar development
3. Establishment of an Air Traffic Control Tower
4. South apron and hangar development
5. Planning for the West-side Executive Jet Center & CBP
6. Completion of the Runway Extension
7. Completion of the last two ODALS
8. Quality of Service Program and Marketing Plan

Airport Capital Improvement Program

Fiscal Year	Project	Description	Status
FY 2016	Airport Storm Water Management Plan	Comprehensive planning for storm water management and drainage for future development.	In progress
FY 2016	Airport Master Plan Update	Update of the Airport Master Plan including west side developments.	In progress
FY2017	Customs GA Clearance Facility	Retrofit existing portions of Terminal to accommodate Customs GA Clearance Facility	CIP
FY 2019 - 2020	Airfield Lighting Rehab	Taxiway & Runway Lighting Rehabilitation	CIP
FY 2019 - 2020	North End Hangar Complex	Construction of 22 T-hangars and 6 corporate	CIP
FY 2020	ODALS	Land Services & Acquisition	CIP
FY 2019	Maintenance Shed	Construction of maintenance equipment shed	Town CIP, DOAV CIP

Occupancy

	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie Downs	120	22	20	0
T-Hangars	46	0	0	45
North Corporate Hangars	5	0	0	10
South Corporate Hangars	6	0	0	6

Grants

<u>DOAV Grant #</u>	<u>Project Name</u>	<u>Status</u>	<u>State Share</u>	<u>Local Share</u>	
VS0027-06	CCTV System	Closed	\$26,992	\$2,999	
MT0027-65	AWOS Inspections	Awarded	\$3,150	\$165	
MT0027-66	Herbicide Spraying	Awarded	\$6,000	\$1,500	
MT0027-67	Rwy 35 PAPI Board	Closed	\$1,192	\$298	
MT0027-68	Gate A Repair	Closed	\$296	\$74	
PR0027-03	2015 Air Show Promotions	Awarded	\$10,000	\$30,000	
MT0027-69	Snow Blade attachment	Closed	\$8,497	\$8,497	
MT0027-70	HVAC repair	Closed	\$2,907	\$726	
MT0027-71	Hitch-mount Salt Spreader	Closed	\$902	\$902	
MT0027-72	10—45W airfield lighting transformers	Awarded	\$464	\$116	
MT0027-73	Apron & Entrance Road Pvmr Repairs	Awarded	\$7,330	\$1,832	
<u>AIP Grant #</u>	<u>Project Name</u>	<u>Status</u>	<u>FAA Share</u>	<u>State Share</u>	<u>Local Share</u>
3-51-0027-38	Perimeter Fence Construction	Closed	\$540,000	\$48,000	\$12,000
3-51-0027-39	Airport Master Plan Update	Awarded	\$360,000	\$32,000	\$8,000

Operating Budget

Excludes indirect charges, debt service and capital projects.

	REVISED BUDGET	YTD ACTUAL	YTD %
REVENUES	\$1,282,460	\$664,340	51.80%

	REVISED BUDGET	YTD ACTUAL	% Budget
EXPENDITURES	\$703,515	\$271,192	38.55%

Noise Complaints

- ◆ 1/12/2016 1:20pm —Aircraft over Tavistock 705 Godfrey Ct. Bill Zackar. Requests left traffic pattern. Airport Mgr invited to attend Commission meetings or personal meetings with Ops Committee.

